



**SEPTEMBER**

**NEWSLETTER**  
**2020**

**WELCOME BACK TO A NEW SCHOOL YEAR!**

**STAY INVOLVED WITH YOUR UNION**

**PLEASE CHECK OUR WEBSITE FOR IMPORTANT INFORMATION ABOUT UNION MEETINGS AND  
NOMINATIONS, AS WELL AS ELECTION DATES AND TIMES.**

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# PRESIDENT'S MESSAGE

September 2020

*Dear Sisters and Brothers,*

Who in their wildest dreams would have ever guessed that we would be living in the world we live in today? As a new school year begins, all the uncertainties and how everything will unfold is a very real and huge concern for many of us.

I would like to give a huge shout out to all our chairpeople and their committees, as well as our health and safety representatives for working tirelessly over the summer months. They have worked to ensure your return to work meets all health department standards and that both employers are following the Ministry of Education's guidelines for reopening.

If you find yourself in a situation where you feel your health and safety is being compromised, direct your concerns to your administrator and/or your supervisor, and advise your chairperson for guidance.

I have been providing updates on our website as I receive them. Please check our website as often as possible. As we navigate through this pandemic, things change rapidly. Other important information is posted on our website also.

For those of you who are having difficulty dealing with the pandemic or any other matter, please access our EFAP programs for support at: <https://www.fseap.ca/myfseap>

We have had a limited number of bargaining meetings over the summer months due to COVID-19, which was everyone's focus. We will be scheduling more dates after we settle into the school year.

We have been looking into a virtual platform that will allow us to hold general membership meetings. With over 3,300 members, this is proving to be a difficult task. Sister Wilkinson is working with Union Marketing to explore options.

On August 31, 2020, Sister Wilkinson and I attended a meeting with Andrea Horwarth, NDP Leader of the Official Opposition, and Jennifer French, MPP for Oshawa, as well as affiliates from ETFO, OSSTF and OECTA. We discussed concerns around safety, government funding to school boards, proper PPE, the number of students per class, and several other topics. Andrea will be bringing our concerns forward when the Legislature resumes on September 14th, 2020.

Sister Marion Moore made the decision over the summer to retire. I would like to thank Marion for her many years of service to Local 218 and wish her health and happiness as she begins a new chapter in life.

In closing, I would like to thank you all for your ongoing support and dedication during these challenging times. Together, we will get through this.

**In Solidarity,**



**Rod King**

President

CUPE Local 218

**Location: 2080 Wentworth Street, Whitby, ON L1N 8W9**

**Phone: 905-571-7879 Toll free 1-877-571-0218**

**Fax: 905-571-4102**

**E-mail: [office@cupe218.ca](mailto:office@cupe218.ca)**

**Website: [www.cupe218.ca](http://www.cupe218.ca)**

# DISABILITY MANAGEMENT

September 2020

Dear Sisters and Brothers,

I hope everyone is staying safe and healthy during this difficult time. It's hard to believe that summer is over, and we are heading into another school year. Our priority, as always, is the safety of everyone. The union has been working tirelessly to ensure that things are put into place for a safe return for all.

A lot of us are excited and ready to get back to the new norm, while some of us are scared and fear the unknown. Let's all support each other and ensure the well-being of all – mentally and physically – as we return to the workplace.

There have been many changes this coming school year. We continue to ask that you keep the union's Disability and Management Team apprised of any changes and correspondence between yourself and the Board. Currently, our team is working collectively with the Board to ensure that anyone off work and requiring to use long-term disability is being emailed/mailed the necessary paperwork. We understand that as everything begins to open, many doctors' offices are still adapting to what's going on in the world. We know that it is still challenging to see medical practitioners, so we ask that you keep us informed on issues you are having; we can work with the Board as long as we are made aware.

Please remember that everything sent to our disability team is completely confidential and helpful to us when we are reviewing your file.

If you have any further questions, please do not hesitate to contact us. Thank you all for getting us ready and making our students feel welcome as they return to school!

Public Board

**Lori Richards** - lrichards@cupe218.ca

**Dennis Gibbs** - dgibbs@cupe218.ca

Yours in solidarity,

**Carrie Boisvert**

Disability Management Coordinator

905-571-7879

FAX 905-571-4102

# LINC / ESL - CATHOLIC BOARD

September 2020

We have a whole new set of protocols for our students, ourselves and other staff members in classrooms and school buildings. These are certainly interesting times! Despite the setbacks, our LINC/ESL group is still working to complete our first collective agreement. The process of negotiations is going slowly due to COVID-19 measures, but we managed to sign an agreed-to document in August. We are now working on the other points in contention to put a full agreement together for ratification. Once a full agreement has been negotiated, our members will have the chance to look at the finished product and provide feedback. All the LINC/ESL teachers' positions are currently 'frozen,' which means any unexpected changes to positions for this September would be brought to CUPE's attention for scrutiny.

It has been about six months since the government lock-down. Hopefully, our negotiations can speed up so we can finally ratify our first collective agreement and enjoy the benefits that come with that.

This year, schools are navigating new waters, and we really don't know what to expect yet, but let's hope that – in the next newsletter – we can celebrate our first ratified collective agreement. Just one question though: any ideas on how to teach the English language to newcomers to Canada while wearing a mask?

If you are having difficulty with your email or know someone who does not yet have a CUPE email account, please contact Sue Wilkinson at [swilkinson@cupe218.ca](mailto:swilkinson@cupe218.ca). Also, to link your CUPE email to your personal account, go to Forwards in settings.



Thank you,

## Bargaining Team

**Tracy Gill** - [tracy.gill@cupe218.ca](mailto:tracy.gill@cupe218.ca)

**Katherine Sanchez** - [katherine.sanchez@cupe218.ca](mailto:katherine.sanchez@cupe218.ca)

**Sajida Aaron** - [sajida.aaron@cupe218.ca](mailto:sajida.aaron@cupe218.ca)

# CONTINUING EDUCATION - PUBLIC BOARD

September 2020

We hope you had time to enjoy the summer weather and are rejuvenated and ready for the new school year.

The reopening of school is much more complicated than usual this fall due to the COVID-19 pandemic. We have been in contact with our Con Ed school administration over the summer regarding specific safety measures, professional development, and safety training for our unit. At the time of writing (August 31), we are awaiting further updates.

Local bargaining continued over the summer. The process is taking place virtually, which results in each pass between the parties taking much more time than usual. We encourage you to stay updated by checking the CUPE Local 218 website and your board email regularly.

Please do not hesitate to contact any of your Bargaining Committee members should you require any information or assistance.

**On behalf of your Con Ed Team:**

**Jane Batterink**

**Bargaining Chair, Public Board**

Continuing Education

**Your Bargaining Committee:**

**Jane Batterink** - [jbatterink@cupe218.ca](mailto:jbatterink@cupe218.ca)

**Darlene Sasseville** - [darlene.sasseville@cupe.ca](mailto:darlene.sasseville@cupe.ca)

**Judy White** - [judy.white@cupe218.ca](mailto:judy.white@cupe218.ca)

# CUSTODIAL / MAINTENANCE - CATHOLIC BOARD

September 2020

*Dear Sisters and Brothers,*

Welcome back to a new and unusual school year. We trust that you have had a great summer and have been keeping safe over the summer months. It has been a crazy summer preparing for the re-entry of our students.

It was very difficult to come up with a cleaning strategy for our new normal; I want to thank Dave Slater and Jerry Hanley for their help in coming up with a new outbreak cleaning protocol. When Lorraine approached us for this group, we thought she wanted more custodians to go over this list for feedback, but she only wanted three custodians, so that is what we provided. I just want to remind all custodians that the outbreak cleaning protocol document is a living document. If you have any suggestions or questions, please feel free to send an email to Dave, Jerry, or myself.

We currently have five policy grievances and five personal grievances on our docket. The Board has filled the empty HVAC position, but is holding off on hiring a new heating tech and an all-purpose assistant. Instead, they are currently trying to hire as many floaters as possible to help with disinfecting all the school locations. The Board has assured us that once we go back to normal, they will be filling the vacant maintenance positions. As for our floater compliment, the Board has already hired 20 new floaters and are doing more interviews this week to fill the rest of the floater compliment. We will be pushing to try and get more floaters hired as there is extra funding from the Board to bring more on.

By the time this newsletter finds its way to you, new products and cleaning protocols will have been implemented. There is a lot of disinfecting that must be completed on a nightly basis. The Board is trying to set things up so that elementary schools get an additional four hours of help per night to lighten the workload. Remember – when cleaning your section at night – to change your task often so you can avoid injuries from repetitive work.

We are still in negotiations with the Board at this time. Unfortunately, it is taking more time than we wanted, but under these circumstances, things are not moving fast. We hope we can get something done in the next couple of months.

We just want to take this time to thank all the custodians and maintenance staff for their hard work during the summer months. We hope you have a great start to the year. Remember, we only have two hands to get the job done, and if you are struggling with the workload, please let one of your SQs know so they can help you get through this.

If you do not have access to your CUPE 218 email, please be sure to contact Sue Wilkinson at the union office ([swilkinson@cupe218.ca](mailto:swilkinson@cupe218.ca)) for your login information; this information will give you access to both your email and the members' area of our website. We encourage you to log in so that you have access to the latest updates concerning your union.

Please also keep in mind that if you have been injured on or off the job, it is important to keep the union office informed.

Please contact one of your reps listed below if you have any questions or concerns. We will do our best to provide the answers and/or support that is required. It would be great to see more custodian and maintenance personnel out to meetings to hear what is happening with our union and school Boards.

**In solidarity,**

**Sean Hebert** - [shebert@cupe218.ca](mailto:shebert@cupe218.ca)

**Natalie Melich** - [nmelich@cupe218.ca](mailto:nmelich@cupe218.ca)

**Dave Slater** - [dslater@cupe218.ca](mailto:dslater@cupe218.ca)

**Eric Publow** - [eric.publow@cupe218.ca](mailto:eric.publow@cupe218.ca)

# CUSTODIAL / MAINTENANCE - PUBLIC BOARD

September 2020

From the desk of Dan Mills Health & Safety Rep.  
and Dennis Gibbs Unit Chairperson.

## Dear Sisters and Brothers,

We would like to start off this letter by thanking all of you for your patience during this unprecedented time. We realize the anxiety that some of you might be struggling with. Please rest assured your union is working diligently to secure the information we all require.

As we receive updates, they will be posted on our local's website ([cupe218.ca](http://cupe218.ca)). If you are having any trouble logging on, please contact Sue Wilkinson at [swilkinson@cupe218.ca](mailto:swilkinson@cupe218.ca). With regards to any concerns you might have, please do not hesitate to contact your supervisor - Dan Mills or Dennis Gibbs.

The last five plus months have been a roller coaster of events across our country and within society. To make progress, we must take steps to regain normalcy. For most of us, that came with the announcement that school was going to restart in September. With this announcement came many questions, concerns, and anxieties.

Dan had the honour of sitting on the Return-to-School Steering Committee on behalf of CUPE 218 Health and Safety. This task was not easy; learning new ways to communicate over Zoom and Google Meet was not what it was cracked up to be. Going in, Dan was very optimistic and felt this was a great opportunity to serve the members and ensure their voices and concerns would be heard and used in the development of the return-to-school plan. Dan will continue to answer any questions and fight for you, as will your Chairperson, Dennis Gibbs.

It comes down to no proper leadership from the province, hence all the changes from week to week and now day to day. The plan lacks proper safety for the staff and consistency overall. Dan became a bit more optimistic when a meeting was requested by the MOL (Ministry of Labour), allowing employees to have their concerns heard. The MOL thought the plan was good, but at a 'minimum.'

Dan and Dennis were able to meet and talk with many members over this period. We realized how amazing our members are; they only want what makes them feel safe and comfortable at work, but also in dealing with pandemic issues and concerns.

Going forward, we all need to remember our three rights as workers:

- 1 The Right to Know
2. The Right to Participate
3. The Right to Refuse

These are our rights. When used properly and the Internal Responsibilities System is followed, it gives us some power going forward. When we use the above with open communication and documentation, we have firm footing to continue going forward, helping us to fulfil our obligations and make things safe for ourselves and our workers.



# CUSTODIAL / MAINTENANCE - PUBLIC BOARD

(Cont'd)

At this time, we are waiting for the employer to respond to the common language proposals. All common language must be dealt with prior to individual unit proposal bargaining. We are hoping to secure further dates in the very near future.

Currently, we have thirty-one active grievances. Yes, this is correct - thirty-one (31). Dennis had commented that, in over 20 years as an active union representative, he can't remember ever having this many active grievances. Dennis has had discussions with the employer regarding these grievances; their response is forthcoming.

If you are interested in applying for the position of Acting Chief, the employer will be accepting request forms until the end of September.

Lastly, we would like everyone to put themselves first; we are only human and can only achieve what we can. We all have different abilities, strengths, and weaknesses because we are human. We are a group of professionals that take pride in our work. We have made our buildings clean and safe over and over, but to what expense. It is time to put your health and safety first. We all deserve to go home as healthy as when we went to work. If that means one less task because you took your full lunch and didn't skip breaks or stay late, so be it. We are more than a number and deserve to be treated as such.

**Yours in Solidarity,**

**Dennis Gibbs**

Chairperson and Disability Representative

[dgibbs@cupe218.ca](mailto:dgibbs@cupe218.ca)

**Bargaining Committee, Stewards:**

**Bob Montgomery** - [bmontgomery@cupe218.ca](mailto:bmontgomery@cupe218.ca)

**Kurt Badgley** - [kbadgley@cupe218.ca](mailto:kbadgley@cupe218.ca)

**Dan Fusco** - [dan.fusco@cupe218.ca](mailto:dan.fusco@cupe218.ca)

**Dan Mills Health and Safety Rep.** - [daniel.mills@cupe218.ca](mailto:daniel.mills@cupe218.ca)

**John Allan** - [john.allan@cupe218.ca](mailto:john.allan@cupe218.ca)

**Jeff Goodwin** - [jgoodwin@cupe218.ca](mailto:jgoodwin@cupe218.ca)

**Robin Fair** - [robin.fair@cupe218.ca](mailto:robin.fair@cupe218.ca)

**Nino Scanga**

# EDUCATIONAL ASSISTANTS - CATHOLIC BOARD

September 2020

*Dear Sisters and Brothers,*

It's hard to believe that school is already back in session. We know that this is a particularly challenging time for most, and there are very different feelings with returning to work. Some feel very concerned and others are excited to go back to our new normal. However, if someone is feeling down or concerned, let us all remember to be respectful and understanding as we all work through this in our own ways. With that being said, the union and health and safety committee has been working tirelessly to ensure a safe return to school.

Many of you feel that you haven't been updated or informed of the plan for the upcoming year. Before I start with an update, the EA bargaining team has decided to use the chat platform 'WhatsApp' to allow EAs to ask questions or to send out updates and reminders. We have reached out to each school to get a volunteer to be the contact person for their school; these contact people will relay information back to the team at their locations. Contact persons for each area have been set up as follows.

**Ajax: Bobbi - Jo Mahar**

**Whitby: Carrie Boisvert**

**Oshawa: Shelagh Cauchi**

**Pickering / Port Perry: Maureen Cope**

If you do not know the contact person for your school, please reach out to one of the reps above and they can assist you with that information.

## Health & Safety

Now for the update:

A committee was set up in June to meet with the Board to go over the back-to-school protocol. With the protocol in place, the province had to approve the plan before we could finalize it. It took many attempts for our plan to be approved, because we originally focused on smaller

class sizes for elementary. The government felt that it was important to have all elementary students back to school full-time; this forced us to revamp our plans for elementary. I am sure you are aware of the overall plan for the return to school for both elementary and secondary, but if you have any additional questions, please reach out to us.

Some safety measures that the DCDSB has put into place are as follows:

- Each office has Plexiglas for their attendance secretary and guidance secretary
- Each staff member should be provided with two medical-grade masks each day – and a reusable face shield
- If additional PPE is required, such as lab coats and gloves, they will be provided at each school location
- Each school is required to have desks distanced one metre apart; the teacher's desk should be two metres away from student desks
- All students in grade four and older are required to wear a mask
- There should be handwashing stations (sinks or hand sanitizer) at all entrances and classrooms
- There are new arrival, dismissal, washroom, and recess protocols in place that may vary from school to school, each adhering to the cohort groupings and social distancing guidelines set out by the health department
- Each location will have a room with an emergency kit for students that are exhibiting symptoms
- If the room is not safe for distancing for more than one student, a second room will be assigned
- Once the student(s) leave the room, it must be closed until a custodian can go in and complete a deep clean

# EDUCATIONAL ASSISTANTS - CATHOLIC BOARD

(Cont'd)

- Any guest entering the building needs to make an appointment
- Anyone not primarily working at that location will be required to sign in with their phone number
- If there is a confirmed COVID case within a school, the health department will be notified, and the school will take the lead regarding next steps
- All water fountains will be out of use, and each school will have a water bottle fill-up fountain
- There is also a new enhanced cleaning protocol, so the custodians will be taking additional training next week

We were recently informed that 33 EAs will be working at the remote learning site and that schools have been informed of new PELI numbers. We notified our group chats of the possible movement of full-time EAs and were assured from HR that - as of right now - there will be no layoffs. If, during the year, students return to their respective schools, we have been assured by the Board that all placements will revert to June 2020.

We are all in this together.

Please remember that it will take all of us communicating and working together to make this work.

That being said, if at any time you feel unsafe in your workplace, you always have the right to refuse work.

Please reach out to us if you have any further questions or concerns.

**Carrie Boisvert**  
**Health and Safety Co-Chair**

If you have not already done so, please add the Canada COVID-19 Alert app to your phone. It does contact tracing and alerts you if you have been exposed to COVID-19, but it doesn't have access to your personal information.

Here is what it looks like:



Just follow the steps!

## Secondary Educational Assistants

As most of you have already been informed by your school administration (CUPE was informed this past Thursday), bussing is going to be a challenge in keeping our students safe. With that said, most secondary schools in our Board have an accommodated start schedule of 10:00 am to 4:30 pm. This was a last-minute change, but as we share bussing with the Durham District School Board, it was not possible to accommodate our regular start times.

## Bargaining Update:

We are still in bargaining with the Board. We have exchanged proposals and responses to those proposals via email and zoom meetings. We had hoped to come to an agreement by now, but the Board's focus has been on start-up. We are hoping to have in-person bargaining sessions so that we can come to an agreement as soon as possible. Your retroactivity will go back to September 2019, so it will be a little higher than we thought. We will update you about bargaining when we finally come to an agreement; however, we will not be getting the September 2020 1% increase until we do come to an agreement. Please be patient as this has not been an easy process for us as your union.

## Job Evaluation/Pay Equity

We have had three long meetings with the Board, our

# EDUCATIONAL ASSISTANTS - CATHOLIC BOARD

(Cont'd)

national pay equity representative, as well as our national representative over the course of the summer to try and create new "Terms of Reference" to replace the older out-dated one. We are very close to an agreement. We are also planning on training Job Evaluation Committee members very soon so that we can finally re-evaluate the Educational Assistant position. Again, we are in trying times, so we are asking for your patience, because we have to make sure that the process is fair and done correctly.

We would also like to welcome our new Superintendent of Student Services, Susie Lee Fernandez. I know some of you have had her as your principal and have told me how respectful she is. She has also sat on our AD HOC Committee meetings over the years and has a lot of experience representing the health and safety of all educational assistants and our students. Here are a few words from her:

*Dear Educational Assistants,*

*I hope that you have been able to enjoy some time this summer with your family and take some much-needed rest and relaxation.*

*As we return to school, I realize that there are many changes and unknowns. It is important to remember that this is new for all of us, and I understand that the uncertainty has not been easy. Having said that, please know that we are doing our best to communicate with all of you as information becomes available within the context of everything we know at any given point in time. To that end, we are hoping to inform those impacted by school moves by Monday so that you can attend PA days at your new schools.*

*It is the year of love, and we are endeavouring to lead with love rather than fear, knowing that our students need us to wrap around them with all our support as they return. I am fully aware of the important role that you play in supporting student well-being and achievement, and I am so grateful for your continued dedication and commitment to our students.*

*I wish you the very best as we move forward together in re-opening our schools. Thank you for the work you continue to do; it makes a pivotal difference to our students. I have been in communication with your CUPE representative throughout the summer. I look forward to our continued partnership and working together with all of you this year.*

*Sincerely,*

*Susie Lee-Fernandes*

*Superintendent of Education, Student Services*

## **Kiss and Ride**

Please make sure there is a protocol put in place. We encourage no contact, such as opening doors, getting backpacks and unbuckling students. We are encouraging parents with to do a wave-on approach whereby you wave at the car and the parent knows it's time to approach. There should also be a protocol for entering the school and exiting at the end of the day.

Please note: If you need support and it is for assistance with a question in our collective agreement, you can ask any one of us. However, if it is a safety issue or anything not in our collective agreement, I need to know, so please CC me and **Carrie Boisvert** into your inquiries at [Maureen.cope@cupe218.ca](mailto:Maureen.cope@cupe218.ca) and [carrie.boisvert@cupe218.ca](mailto:carrie.boisvert@cupe218.ca) – or call the CUPE office. You can also email the office at [office@cupe218.ca](mailto:office@cupe218.ca).

Remember, we are always here for you!

## **Maureen Cope**

Bargaining Chair, Catholic Board

Educational Assistant

[maureen.cope@cupe218.ca](mailto:maureen.cope@cupe218.ca)

## **Bargaining Committee**

Carrie Boisvert - [carrie.boisvert@cupe218.ca](mailto:carrie.boisvert@cupe218.ca)

Bobbi Jo Agius - [bobbijo.agius@cupe218.ca](mailto:bobbijo.agius@cupe218.ca)

## **Steward**

Shelagh Cauchi - [shelagh.cauchi@cupe218.ca](mailto:shelagh.cauchi@cupe218.ca)

# EDUCATIONAL ASSISTANTS - PUBLIC BOARD

September 2020

## Welcome back!

It's been a very long time since everyone was together and in school. Hopefully, you were able to enjoy the summer outdoors with the great weather we've had. There have been several changes in how we do everything, from home life to school life.

A very big change within Local 218 is that Marion has retired. I placed this thank you in the email that went out to all EAs, but wanted to add it here as well for all to read.

## THANK YOU, MARION MOORE!!!!

Marion Moore – EA Chairperson for almost 20 years and CUPE 218 VP for the last 5 ½ years is retired as of August 31, 2020!

Marion and I were elected onto the EA Committee the same night all those years ago, neither of us having any experience nor training. Just after we started, it was time to bargain a new collective agreement. It certainly was an eye opener! That year, Marion became chairperson. Our EA Unit was small (only about 200) then, and Marion was still working at a school in a primary diagnostic class. On her breaks, lunch, and if there was an issue or emergency, she worked out of the custodian's office who kindly shared his space with her.

Thanks to Marion's leadership, look at where we are now, how much we have gained through bargaining and how much we've grown; we have EA 1, EA 2 and outdoor education instructors. With supplies, we are almost 1,500 strong!

I agreed to run for the EA Committee. The then chairperson whom I worked with said, "It'll be fun Lori! You don't have to do much." I think back to that and still laugh!

Marion has led us through many successful rounds of bargaining, getting the Board to work with us and include our members. The hiring process with supplies and permanent EA postings, positions and staffing for each year was instrumental in getting the EA 2 and outdoor education instructors as classifications in our unit.

Marion pushed when we were on strike, spoke at board meetings and to the newspapers when the Board cut over ½ of the EA 2s. She was successful in so many grievances and arbitrations as she fought for our members rights, worked with disability management for our all of 218's members, and so much more. I have always said that Marion lives and breathes for our union and its members!

One of the biggest items she was successful with is finally getting the Board to acknowledge violence and that there is a problem. She started with the creation of the yellow Violent Incident Forms that were made up and sent out. EAs would complete and send them back to the office, which was for her to track what was taking place in the schools. She took this info to the Board, and they wouldn't acknowledge it. They told admin and so many others to ignore our CUPE Violent Incident Forms – that the form was for the union and has nothing to do with the Board. Marion pushed and pushed, which led to the Board creating the EA Task Force to discuss issues at schools. In these meetings, Marion would compare the Board's incident numbers with the union's. We always had more numbers and data than they did. They finally realized that we weren't going away and would keep pushing – that it was better to work with us. It has been a slow process, but it is moving forward, and we all know that everyone has a right to be safe.

Marion is respected by so many of CUPE's leaders, presidents, trustees, superintendents, lawyers, managers, admin, teachers, and members from both Boards. Many who are retired or who have moved on have stayed in contact with Marion.

Using her knowledge, experience, unreal memory (especially when it comes to past items, bargaining and all that have happened over the years), she has assisted many members. She is both appreciated and valued.

Personally, I have to say thank goodness for Marion! She took me, a 20-something year old Dyslexic, LD, freaked-out girl under her wing and had the patience to

# EDUCATIONAL ASSISTANTS - PUBLIC BOARD

## (Cont'd)

guide and teach me pretty much everything I now know!

I will miss seeing her every day when I come into the office, walking next door to her office, getting her opinion on what to do, talking through problems, getting away from our desks to eat lunch together, helping me with everything I ask and just being there. She became my teacher, my mentor, and my rock, but more than that, she is one of my best friends!

On behalf of all EAs past and present, our EA Committee and myself,

we wish Marion a happy retirement and all the best on her next endeavor!

## THANK YOU, MARION!!!

## ANSWERS TO QUESTIONS

By now, you are either working with DDSB at home or are in the classrooms. We hope everything is going well for you, but please know that issues and changes are continually taking place, which leads to many questions.

Although we don't have answers to all questions as this is such a new experience for everyone, there are a number of ways to get answers for many you do have.

- Read all the Board documents that have come out, including the Supporting Educational Assistants School Strat up 2020-21.
- Continually watch your DDSB and CUPE email for updates or information and both the DDSB and CUPE 218 websites. The EA Committee also sent a FAQ email to your CUPE emails.
- Read your collective agreement. Many of the questions asked are in your CA. If you don't have a copy, it can be found on the board website. Go to 'Staff' and then to 'Spark.' Then go into 'My Employment' and 'Getting on Board.'
- On the CUPE 218 website, log in to the Portal, and you will see collective agreements.

- You need to speak with your principal and or VP. They have been given guidance from the Board on how things are to be in the schools. If you have questions or concerns, they need to be contacted first. Either arrange a meeting or send them an email. If you have any problems stemming from the outcome of your conversation or nothing has been corrected, contact your steward. Your admin need to have a chance to address any issues before the union can step in to help.

## SOCIAL MEDIA

I can't stress enough, please be careful and mindful while using social media. Once again, if you have on any social media platform that you work for the Durham District School Board, remove it right away. There have been several posts over these past few months that have been hurtful to people. Questions have been asked on sites and though people have tried to be helpful, often answers have been incorrect. Some advice has been given incorrectly, and this has led to issues arising. Items have been shared with others working for the Board or elsewhere, and some things have gotten back to management. This usually never ends well.

If you have questions pertaining to your job at all, the best advice is to contact the steward for your area (where your school is located). H&S questions should go to Tracey at: [tracey.lesperance@cupe218.ca](mailto:tracey.lesperance@cupe218.ca)

We are trying to answer as many questions as we can, but with the amount of calls and emails that are coming in, we're asking you all to please be patient

Throughout the past few months, it's been an unprecedented time and a struggle for so many, their families, and friends. Our thoughts and prayers go out to those who have lost people close to them. We are slowly moving forward, although nothing will be as it was before. This can be a good thing; change can be positive. If everyone works together on it, we can succeed.

# EDUCATIONAL ASSISTANTS - PUBLIC BOARD

(Cont'd)

## Contact Your Rep/Steward

Below is contact information for the rep/steward of your area and the school you work at.

**Public Board EA Area and Contact** – Please contact the rep or steward for your Area School via your CUPE email address. *We are not to use the DDSB email* for any union business.

SCHOOL AREA	CONTACT PERSON (REP)	CONTACT INFO
Ajax & Pickering Elementary Schools	Brandy Townson (Steward)	<a href="mailto:brandy.townson@cupe218.ca">brandy.townson@cupe218.ca</a>
Northern –Elementary Schools	Deb Kennelly (Steward)	<a href="mailto:deborah.kennelly@cupe218.ca">deborah.kennelly@cupe218.ca</a>
Oshawa Elementary (Adelaide Mclaughlin P.S.– Jeanne Sauve P.S.)	Fil Wylie (Steward)	<a href="mailto:filomena.wylie@cupe218.ca">filomena.wylie@cupe218.ca</a>
Oshawa Elementary (Kedron P.S. – Woodcrest P.S.)	Sue Wilkinson (Rep and Office Contact For CUPE Email, Benefits and OTIP)	<a href="mailto:swilkinson@cupe218.ca">swilkinson@cupe218.ca</a>
All High Schools	Tracey Lesperance (Rep, Health & Safety)	<a href="mailto:tracey.lesperance@cupe218.ca">tracey.lesperance@cupe218.ca</a>
Supplies - Board Meetings and CUPE EA Collaborator	Glen Morrison (Rep)	<a href="mailto:gmorrison@cupe218.ca">gmorrison@cupe218.ca</a>
Whitby Elementary Schools -Office / Disability Management Rep	Lori Richards (Chairperson)	<a href="mailto:lrichards@cupe218.ca">lrichards@cupe218.ca</a>

We wish you the very best for a safe and successful school year and will provide you with any updates we receive as often as possible.

Take care and stay safe!

Bargaining Reps, Public Board

**Sue Wilkinson, Glen Morrison and Tracey Lesperance**

Stewards

**Brandy Townson, Fil Wylie and Deb Kennelly**

Chairperson/Disability Management Rep

**Lori Richards**

# OFFICE/CLERICAL/TECHNICAL - PUBLIC BOARD

September 2020

Welcome back, everyone. We hope that everyone stayed safe this summer. This new school year will be very different. Below are some important factors to consider for this school year.

## ATTENDANCE RECORDING AND CONTACT TRACING

### THIS IS A MUST!

Daily records of attendance for all persons within the school building will be kept up to date and available to the Durham Region Health Department for contact tracing in the event of a confirmed case or outbreak.

It is also important that the office keep track of teachers, students, occasional staff, and contractors; they all must sign in when entering the office. This is also true for our IT department. When seeing students and staff members, please make sure that you are keeping a tracking sheet every day.

## MAIN OFFICE

If any of the following are not in place, please speak with your admin. If adequate protocols are not being followed, please contact the CUPE Office at 905-571-7879.

- The daily flow of traffic through the main office must be minimal.
- Non-essential visitors to the school will be limited. Wherever possible, telephone meetings with parents/guardians, vendors and outside agencies will be held.
- Facilities Services has reviewed all main offices and will be implementing measures if space is limited.
- Physical distancing markers can be placed on the floor to facilitate a safe distance between visiting staff/students and office staff. Stanchions/pylons can also be used to restrict traffic into the office space. If space is limited and a two-metre

physical distance cannot be obtained, then a plexiglass barrier may be installed. However, wherever possible, restricting movement into the office is preferred.

A suggestion would be to put a desk in front of your desk so that social distancing is adequate. At this time, the Board is not willing to put plexiglass in unless you have a doctor's note.

## STUDENTS - LATE ENTRY

Elementary students needing to obtain a late slip will receive one through use of a late slip printer that the Board is providing to elementary schools; this printer should be placed at least two metres away from office staff.

Secondary students will not report to the office to obtain a late slip. They will report directly to their classroom, and the teacher will record the late entry on the school's late entry tracking form.

I would also suggest that you have a meeting with your principals and managers to make sure that you are all the same page. These are trying times for everyone; we must remember to be kind to one another.

## LUNCH BREAKS AND FOOD SAFETY

- Cafeterias will not be open for use.
- Water fountains will be closed and taped off.
- All empty food containers should be taken back home with students.
- Students and staff should bring their own utensils and water bottles; water refill stations will be available.
- Food sharing will not be permitted.

## SIGNAGE

Physical distancing signage has been printed and should be in all schools by now.



# OFFICE/CLERICAL/TECHNICAL - PUBLIC BOARD

(Cont'd)

## PPE

You will be provided with a surgical face mask, eye protection (goggles) or a face shield. If you decide on a face shield, you must wear a mask. The only masks that can be worn are the masks that the Board provides; we cannot wear a cloth mask.

## SUSPECTED COVID-19 CASE ENSURE PRIVACY IS MAINTAINED IN THESE SITUATIONS.

Each work location must identify one temporary sick room that will be used solely for isolating individuals who become ill.

## CASUAL STAFF

All casual staff will be provided with the eLearning bundle that has been prepared for all school-based staff. The Return to School – COVID-19 Preparedness training consists of the following modules:

- COVID-19 Awareness
- Infection Prevention and Control
- Use and Care of PPE
- WHMIS
- H&S Awareness/Emergency Procedures

These modules will be emailed to all casual staff to review along with a link to the Return-to-School Guide. Training will be tracked on the Professional Learning Hub to ensure completion and to confirm participants receive one full day's pay. Staff must complete the training by September 3. They will

not be able to commence work until the training is completed. Other information to be included in the email to casual staff is access to PPE and screening.

I know there will be lots of questions once everyone gets back to work. Please feel free to contact us; we are here to help!

Here are a list of committee members and how to reach out to them:

## OCT Committee Contact Information

OCT Chairperson	<b>Karen White</b>	<a href="mailto:kwhite@cupe218.ca">kwhite@cupe218.ca</a>
Education Centre Rep	<b>Leeann Finlay</b>	<a href="mailto:leanne.finlay@cupe218.ca">leanne.finlay@cupe218.ca</a>
Elementary Schools Rep	<b>Allison Petty</b>	<a href="mailto:allison.petty@cupe218.ca">allison.petty@cupe218.ca</a>
Secondary Schools Rep	<b>Antony Nembhard</b>	<a href="mailto:antony.nembhard@cupe218.ca">antony.nembhard@cupe218.ca</a>

# SECRETARIAL / CLERICAL / TECHNICAL CATHOLIC BOARD

September 2020

It has been a long road back, and we are not quite there yet! We have been getting a ton of emails from everyone trying to figure out what is going on with their particular location, and while we cannot give specifics for every single location, we have put together this brief of information in an email to help everyone during their return to work. As this situation continues to evolve, we will continue to release updates.

## What's the Deal with the Plexiglass?

I hear this a lot – or at least a variation of it. The Plexiglass is NOT supposed to cover the entire office, nor is it supposed to separate you from the people who work directly with you in your office. It has been placed at specific locations where people NEED to approach the counter. If you have areas in your office where a part of the counter does not have plexiglass, your school administration should have some sort of barrier (i.e. furniture) constructed that will “funnel” people towards the plexiglass. This will need to be done everywhere people approach the counter where there isn't any plexiglass.

This leads us to the next point; the school year should not be run as 'business as usual.' We all know that the school office is normally a gathering point or social hub. That should not be the case this year! Traffic in the office should be minimal. Students should not be sent to the office. Staff who do not work in the office should not be walking around the office. Parents should not be coming in to drop things off. If something needs to be dropped off, there should be a table set up in the foyer.

## Masks

The Board will be providing masks for everyone. Face shields will also be provided in certain situations. The masks being provided will be level one medical masks. Cloth masks from home will NOT be permitted. If at any time you cannot be at least 2 meters from someone, masks are REQUIRED to be worn. Not everyone shares the same risk tolerance, so please remember to respect social distancing whenever and wherever possible.

## School Staffing Formula

The Board has indicated that they will continue to follow the staffing formula this year. As a result, some schools could lose a person in the office if their numbers drop below the threshold. However, the Board has assured us

that – when this is all over – people will return to where they came from (if the numbers are back to 'normal'). We do have a job security clause in the central agreement, so even if you lose your spot due to numbers, they will have to find you a spot somewhere else.

## School Working Hours

As the schools have had to change their hours to support the reopening, it is possible that some SCT staff may be asked to change their working hours as well. Under the collective agreement, the working day can be scheduled anywhere between 7:30 am and 5:00pm with a one (1) hour unpaid lunch.

The Board has not confirmed whether they will be changing some hours, but be prepared for the possibility.

If at any point you have concerns about your physical location, please contact your supervisor/manager/principal about it. You should first let them know about the concern so that they have a chance to address it. After that, if you still have concerns, please contact a rep from our health and safety team, including [Carrie Boisvert](mailto:carrie.boisvert@cupe218.ca) ([carrie.boisvert@cupe218.ca](mailto:carrie.boisvert@cupe218.ca)) and [Alyssa King](mailto:alyssa.king@cupe218.ca) – SCT Health and Safety Committee member ([alyssa.king@cupe218.ca](mailto:alyssa.king@cupe218.ca)).

I will end this with another reminder... The employer always has the obligation to ensure you are safe at work. If you genuinely have safety concerns for yourself that are not addressed, you always have the option to refuse.

**Mike Morris**  
Chairperson  
[mmorris@cupe218.ca](mailto:mmorris@cupe218.ca)

**Sandra Ribeiro-Dantas**  
Bargaining Committee  
[sandra.dantas@cupe218.ca](mailto:sandra.dantas@cupe218.ca)

**Jennifer Del Gatto**  
Bargaining Committee  
[jennifer.delgatto@cupe218.ca](mailto:jennifer.delgatto@cupe218.ca)

# OTIP UPDATES

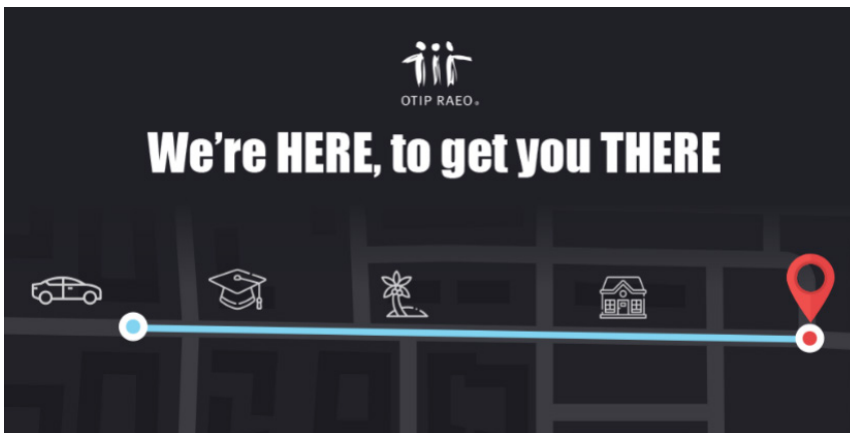
SEPTEMBER 2020



## Essential tips to keep our streets safe

As the weather gets warmer and more Canadians are taking walks, going for bike rides, and enjoying the outdoors, it's a good time to review road safety practices. Pedestrians account for 14% of all serious road injuries and 15% of road fatalities; it is up to both drivers and pedestrians to help improve the safety of our streets for all road users. Here are a few tips for both drivers and pedestrians to keep in mind as we navigate our shared spaces

Learn more at [www.otipinsurance.com/article81](http://www.otipinsurance.com/article81)



## OTIP welcomes you back with a chance to win \$10,000!

As a new school year begins, so does a brand-new contest from OTIP. We want to give you the chance to win \$10,000 in cash or 1 of 2 \$500 VIA Rail gift cards to help you get wherever it is that you want to go! You could buy that new car, save for your child's education, take a vacation, or put a down payment on a new house, it is up to you!

To enter the contest for your chance to win, visit: [www.OTIP.com/get\\_you\\_there](http://www.OTIP.com/get_you_there)

# SPECIAL MEMBERSHIP DISCOUNTS

## Edvantage Card

Your Edvantage Card gives you special access to discounts on things like car insurance, Canada's Wonderland passes, GoodLife memberships, retail purchases and more!

Don't have an Edvantage Card?  
Contact Sue Wilkinson at [swilkinson@cupe218.ca](mailto:swilkinson@cupe218.ca) to request yours today!

The logo for Edvantage, featuring the word "Edvantage" in a red, stylized font where the "E" and "d" are connected.

## Oshawa Tribute Centre

As a CUPE 218 member, you can get exclusive discounts for events at the Oshawa Tribute Centre! Visit the Members' Portal to take advantage of the discounts available to members.

Don't have a CUPE 218 Members' Portal account?  
Contact Sue Wilkinson at [swilkinson@cupe218.ca](mailto:swilkinson@cupe218.ca) to gain access.

The logo for Tribute communities Centre, with "Tribute" in a large, bold, blue serif font, "communities" in a smaller, blue sans-serif font below it, and "Centre" in a bold, blue sans-serif font at the bottom.